

Matt Blunt
Governor

Gregory A. Steinhoff
Director

MISSOURI

DEPARTMENT OF ECONOMIC DEVELOPMENT

Dawn R. Busick, Director
Div. of Workforce Development

Rose Marie Hopkins, Exec. Director
Missouri Workforce Investment Board

Missouri Workforce Investment Board

Truman State Office Building
Jefferson City, Missouri
March 24, 2008
10:00 a.m. – 1:10 p.m.

Attendees: Mike Deggendorf (Chairman), Matt Aubuchon, Garland Barton, Martha Ellen Black, Neal E. Boyd, Larry Crawford, David Duncan, Rep. Tim Flook, John Gaal, Carol Gossett, Zelema Harris, Sheila Hitt, Pat Kellett, Janel Luck, Rod Nunn, Neil Nuttall, Todd Smith, Robert Stein, Greg Steinhoff, and Cheryl Thruston

Staff: Rose Marie Hopkins, Glenda Terrill

Other Attendees: Division of Workforce Development (DWD): Dawn Busick, Donna Prenger, Mark Bauer, Amy Deem, Jason Gatz, Judy Wilder; Department of Elementary and Secondary Education: Tom Quinn, Don Eisinger, Steve Coffman; Department of Social Services: Janel Luck; St. Louis Community College: Steve Long, Jane Boyle

Call to Order

Mike Deggendorf, Chair, called the meeting to order and welcomed everyone to the first meeting of the new Missouri Workforce Investment Board (MoWIB). Mr. Deggendorf asked each Board member to introduce themselves. Continuing, Mr. Deggendorf said there are a number of appointments to the Board pending so additional members will be expected by the next meeting. Mr. Deggendorf added that this coming Wednesday there are five confirmation hearings scheduled before the Senate. On behalf of the Governor, Mr. Deggendorf thanked each member for serving on the Board. Mr. Deggendorf next asked Greg Steinhoff, Director of the Department of Economic Development (DED) for comments.

Mr. Steinhoff also expressed his appreciation to the members for serving on the Board. Mr. Steinhoff continued saying he thinks the Governor and those involved have done an excellent job of building this new Board. Mr. Steinhoff added the following comments:

- Our interest in particular is to think about a 30-year cycle such as with educational groups; when you think about Workforce Development you really think about, in some cases, prenatal – certainly pre-K all the way through the educational pipeline that ends in meaningful employment.
- We want to build a seamless pipeline without disconnects where the joints match up, with continuity for our children and for the community that will ultimately result in a strong, competitive workforce in Missouri and then we will have a solid point that our economic development and entrepreneurial development agencies make the market to result in a strong economy for Missouri.

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- We want to make sure we are partnering with groups for the educational pipeline in order to make the workforce development pipeline strong.
- Our state is in transition, moving away from the number of manufacturers and more into technology based industries. Missouri is fortunate to not be in the situation of states such as Ohio and Michigan.
- We acknowledge that our own economy is changing.
- Our workforce must be prepared to compete with key sectors such as: Information Technology, Life Sciences, Energy, Automotive, Military-Defense-Homeland Security, Transportation-Logistics, Finance, and Agribusiness.

Mr. Steinhoff concluded by reminding the Board of the importance of their job adding his appreciation for their service and looks forward to the Board results.

Mr. Deggendorf commented that his role through Kansas City Power and Light includes economic development. He continued with additional comments to share his thoughts related to MoWIB's responsibilities:

- Whether we are recruiting to get business in or expand, the comment or question is always raised about the skills of the workforce.
- The good news is our reputation. People are looking to expand and attract new workers.
- The majority of this board will be populated by the private sector with geographic representation from across the state and from target industry groups such as those mentioned by Director Steinhoff: automotive, homeland security, finance/insurance, life sciences, information technology, energy, transportation, and agriculture.
- We also have agency representation, various educational entities, organized labor and other interests.
- We need to think about our partnerships, as with FEC in KC, for the long run.
- Workforce development and the quality of life go together. Prenatal, Pre-K, think about the educational pipeline and how to convert partnerships to result in an educated and trained workforce.

Board Membership Assistance

Rose Marie Hopkins went over the items contained in their meeting packet and explained some of the things that a Board member may be asked to do. Information was provided on the following:

- Travel Reimbursement; Special Accommodations; Preferred Contact Information;
- FYI Missouri Training & Employment Council, Vision, Mission, Leadership, Strategy (Adopted April 4, 2003);

- MoWIB Appointees List; draft Bylaws; Missouri Revised State Statutes (Chapter 620), The Workforce Investment Act section pertaining to State Boards;
- Department Organizational Chart; Missouri Workforce Investment Regions Map (separated and colored to designate the state's 14 regions), the Local Region's WIB Chairpersons, the Local Region WIB Directors, list of MoWIB Acronyms and relevant websites.

Mrs. Hopkins explained that MoWIB is to meet four times a year, preferably quarterly and the meetings may take place in any agreeable location. Mrs. Hopkins continued saying if hotel reservations are needed, expenses are typically direct billed and the members could contact her office of any needs to be met. Mrs. Hopkins explained the reimbursable cost to each Board member in relationship to attending the meetings, the procedure for filing an expense report, and getting personal information for purposes of direct deposit of such reimbursements. All gubernatorial appointments will be confirmed by the Senate. Mrs. Hopkins explained the confirmation process; confirmations take place early on Wednesdays so those being confirmed need to arrive by 8:30 at the Governor's Reception Room. Confirmation hearing will last no later than 9:30 or 10:00 a.m. as the Senate goes into session at 10:00 a.m. Members scheduled for confirmation hearings Wednesday, March 26 are: Mike Deggendorf, Matt Aubuchon, Garland Barton, John Gaal, and Neil Nuttall. Members are welcome to bring their families to the confirmation and if hotel arrangements are needed, members are to contact Mrs. Hopkins's office.

Orientation

Dawn Busick provided a brief orientation for the Board. A more in-depth orientation will take place at the next meeting with the expectation of appointment of the full board. Ms. Busick proceeded with a PowerPoint overview. Some of the key points were:

- The Workforce Investment Act (WIA) was authorized in 1998, replacing the Job Training and Partnership Act (JTPA).
- WIA established the delivery of workforce investment activities at the state and local levels to individuals who need those services.
- WIA is administered through the US Department of Labor (USDOL), which in turn provides funds to each state under a formula based on 1/3 unemployed; 1/3 under employed; and 1/3 economically disadvantaged adult and youth.
- Each state governor designates an administrative entity to administer the Title I Programs. In Missouri that entity is DED/DWD.
- Each state Governor establishes a state workforce board to assist in providing a state plan and policy advice.
- Missouri delivers the programs outlined in this Act through 14 Local Workforce Investment Areas governed by Local Workforce Investment Boards (LWIBs).

- WIA programs are delivered by sub-contractors in those regions through a system of locally based Missouri Career Centers. There are 42 Full Service Career Centers. Each region may establish non-comprehensive or satellite centers as they deem necessary to best serve their communities.
- In addition to WIA program operators, other agencies provide services at the centers: Vocational Rehabilitation, Veterans Employment Programs, Experience Works (Title V – Older Americans Act of 1965), Adult Education and Literacy, Migrant and Seasonal Farmworkers, Employment Security and TANF (Temporary Assistance for Needed Families), Employment Services.
- WIA mandates the role and functions of LWIBs.
- MoWIB
 - Prior to August 2007, the State Board was grandfathered-in as the Missouri Training and Employment Council (MTEC)
 - The JTPA/MTEC board representation was 30% business and industry, 30% labor and community organizations, 30% state agencies and 10% public members.
 - The new Board established in August 2007 Special Session now brings Missouri into compliance with the federal regulations.
- MoWIB Membership
 - Outlined in WIA (see handout)
 - State Statute Governing: RSMo 620.511 (see handout)
 - Highlights:
 - At least 51% of members must represent private business and industry
 - Governor's Office has worked to ensure geographic diversity as well as representation from targeted industry sectors
 - Appointees are "high level" decision makers in their organizations and see the impact of skill shortages and labor demands on the economy.
- Board Organization
 - Members are appointed by Governor for 4 year terms (first round of appointments are for staggered terms)
 - Professional, technical and clerical services are provided by DED/DWD
- Role of the State Board
 - Serve in a policy advisory capacity to the Governor and DWD pertaining to workforce preparation policy
 - Provide input and recommend submission by the Governor to USDOL Missouri's WIA State Plan
 - Must meet four times per year

- Submit report of activities annually to the Governor and leaders of both chambers of the General Assembly
- A more thorough orientation will be provided to members at the upcoming retreat.

Proposed By-Laws

Daryl Hylton presented the proposed draft Bylaws for MoWIB. Mr. Hylton went through each section of the proposed draft and then opened the floor for comments and questions.

A) If a member cannot attend a meeting, may they send someone else as proxy? If so, will that person be allowed to sit at the table, will they be able to vote? What about Designees for agencies?

A) Response: Proxy voting is permitted for voting members, **except** for business members, but **limited to two meetings per year**. The Board may utilize technology such as teleconferencing to facilitate Board members' attendance at meetings. Section VI, Section 7. Voting and Proxy Rights was changed to add **(c.) to allow Department Directors** to recommend a Designee to attend and vote that holds a position of Deputy, Division Director or Assistant Commissioner (position one or two steps below the Director). Senate confirmation would not be required for Designees.

B) How specific on Conflict of Interest?

B) Response: WIA prohibits a member from voting on a matter under consideration by the Board when:

1. the matter concerns the provisions of services by the member or by an entity that the member represents; or
2. the matter would provide direct financial benefit to the member or the immediate family of the member; or
3. the matter concerns any other activity determined by the Governor to constitute a conflict of interest as specified by the State Plan.

Mr. Hylton added that members do not vote on any item related to a service you may provide and from which one can financially benefit. The question was asked if a member should excuse themselves from the room during such discussions; to avoid the appearance of impropriety whether or not any actually existed, this may be recommended. The draft Bylaws read: Abstention—Board members should abstain from voting on issues and matters that will result in direct or indirect conflict of interest. Abstentions and the general reasons therefore, should be duly recorded in the minutes of the meeting.

C) With a Board that will increase to approximately 50 members, it may not be possible for all members to attend the quarterly Board Meeting.

C) Response: Suggested rather than have the Bylaws read that MoWIB will meet quarterly to read MoWIB will meet four times per year which will allow more flexibility for the Board. Teleconferencing is also an option.

D) Does 51% of attendees at quarterly Board meetings have to be from business?

D) Response: There is an obligation from business to be at the meetings and represent 51%. Member attendance will be recorded. Concern: The comment was made that the intent is not for the Board to be run by Agency Directors. There was further discussion about formalizing this in the bylaws. The Board wants to make sure there is business representation. Mr. Hylton noted that changes will be incorporated into the bylaws to require 51% of business attendance for each meeting for a quorum.

E) Ethics comment: Board members may correspond with the Legislature but may not lobby.

E) Response: This will be more thoroughly discussed when the full Board has been appointed.

F) Meeting Open to the Public/Open Meeting/Sunshine Law comment: Need to cite the Open Meetings Act in the Bylaws; public notice will occur for all meetings including those of committees.

Mr. Hylton and staff will work on a revised draft of the Bylaws based on input from this meeting.

State Plan Overview

Ms. Busick provided an overview of the State Plan starting with background information. Ms. Busick stated that Missouri's prior plan was very dated and some programs mentioned were no longer in effect. Ms. Busick continued, as a result of the prior outdated plan, in 2007 DWD staff and other partner agencies participated in thousands of hours going through old plans submitted to the old Board for new considerations or permanent changes. As a result of the work by DWD and partners, a new plan was developed, submitted and approved by the prior State Board and finally by USDOL.

Ms. Busick continued saying that a good place for MoWIB to begin is by determining what it wants to accomplish. Mr. Deggendorf asked if there is a Scorecard to tell us how we are doing. Ms. Busick responded that DWD has designed a scorecard but it is important for the Board to assess what its own culture and client will be. Ms. Busick continued saying that the Board will also need to determine its priorities and establish MoWIB's own scorecard and strategic plan. Ms. Busick added that as the new Board

works to develop and establish its vision, it may be helpful to gear toward USDOL's criteria. Ms. Busick noted that USDOL has Performance Measures established for their programs.

Comments and Suggestions on the State Plan Segment

David Duncan referenced information on page 71, *Top Growing Occupations (2004-2014) Postsecondary Vocational Training*. He explained how high school students are counseled toward preparing for college degrees although many of the people he employs in his business are not degreed. He noted the need in his rural area of the state for housekeepers, janitors, plumbers, air conditioner people, and automotive mechanics. He shared concerns about students that do not continue on to college inappropriately feeling like failures. Mr. Duncan continued by discussing the importance of vocational education and encouraged expansion of that system and the funding to support it.

Tom Quinn agreed and discussed the increased emphasis at K-12 on career education. He noted that the requirement for students to have a four-year plan does not mean that the plan is only to direct them to college but should emphasize preparing for the workforce.

Other comments:

- Kids don't just go to college and then are finished; learning is life-long.
- How do we deliver that opportunity?
- How do we prepare students for post-secondary education?
- Suggested that businesses commit funds for educational opportunities for others.

Committee Discussion

Mr. Deggendorf recommended beginning to consider what committees would be appropriate for MoWIB. He noted that John Gaal chaired MTEC's Education and Training Committee. Dr. Gaal explained that this committee was the driving force on a number of issues including increasing high school graduation rates, increased coursework rigor, and the Missouri Career Readiness Certificate.

In asking for suggestions for other committees, Mrs. Hopkins recommended a Youth Committee. USDOL encourages states to have a Youth Council but rather than creating a separate entity, she suggested it be included under MoWIB. She also noted the importance of education as being the foundation for preparing the workforce. Another area would be for the State Board to meet with the local Board Chairs to maintain communication with them, whether that is a specific committee or included in MoWIB's strategies.

Dr. Stein noted the need to define "Youth" and to coordinate with what Children's Services uses. Dr. Nuttall noted that Education generally considers itself to be P-20, which is addressed by the local P-20 Councils. He shared information about the upcoming Northwest Regional Summit being held in April in cooperation with the Southeast Region.

Upcoming Meeting Schedule/New Board Retreat

Mr. Deggendorf opened for discussion the upcoming meeting schedule and Board Retreat. He anticipated a full board by June and then being able to look at the committee structure. The next meeting date may change from June 16 and 17 to June 23 and 24th in order for Board members interested to attend Skills USA in Kansas City. Many of the issues and concerns expressed in this meeting will receive further attention at the retreat.

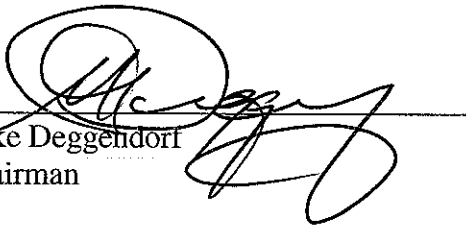
The Board also discussed having a meeting in conjunction with the Governor's Conference. The scheduled dates for the Governor's Conference on Economic Development will be September 9 - 12 in Kansas City.

Mr. Deggendorf asked for staff to send out some meeting dates to the Board for consideration. He continued reminding the Board that Senate confirmations take place each Wednesday and to notify staff if a hotel reservation is needed for the evening before. Mr. Deggendorf also asked for the member directory to include telephone numbers and e-mail addresses.

Adjourn

Being there was no further business; Mr. Deggendorf adjourned the meeting at 1:10 p.m.

Mike Deggendorf
Chairman



Rose Marie Hopkins
MoWIB Executive Director

